

List of Requirements for National D visa – Saudi Arabia

Purpose of applying for a Temporary residency permit - EMPLOYMENT

Basic Documents:

1. National visa application form:

- Completed and signed by the applicant.
- The application form is free of charge.

2. Passport/Residence permit:

- A valid travel document (its validity shall be at least 90 days after the intended date of departure from the Slovak Republic).
- Valid biometric passport not older than 10 years containing at least 2 blank pages.
- If the passport does not state the place of birth, a copy of ID card or a birth certificate must be submitted.
- **Non Saudi nationals:** A valid Saudi Arabian residence permit (Iqama). Absher information from the official Absher website/app and full screenshot of the page of the applicant showing the expiration date of the Iqama.

3. Actual Photograph:

- A full-face high quality colour photograph 3 x 3,5 cm showing applicant's current appearance.
- The photograph must be taken against white background.

4. Travel Medical Insurance:

- Original travel medical insurance covering the whole period of the validity of the national visa (120 days, starting with the intended date of travel);
- Valid for all Schengen States;
- The minimum coverage is 30.000 EUR;
- The insured party, policy validity period, geographical coverage and schedule of benefits must be mentioned on the policy schedule/certificate.

5. Flight ticket:

- flight ticket (the decision process takes up to 30 days, therefore the date on the flight ticket has to be at least 30 days from the application date).

In addition to the basic documents listed above, the applicant shall submit the documents required for accepting an application for temporary residence for the purpose of employment pursuant to Art. 23 of Act No. 404/2011 on Residence of Aliens and Amendment and Supplementation of Certain Acts:

Document not older than 180 days which confirms the purpose of stay:

Third country national applying for temporary residence pursuant to § 23(1) of the Act on residence of foreigners shall prove the purpose of stay by submitting the:

- ☐ *a consenting Confirmation of the possibility of filling a job position with a third country national with a labor market survey issued by the Labor Office.*

Document not older than 90 days which confirms the purpose of stay:

Third country national applying for temporary residence pursuant to § 23(2) of the Act on residence of foreigners shall prove the purpose of stay by submitting the:

- ☐ *employment permission or employer's confirmation that the third country national is to perform an activity for which an employment permission is not required; or an international contract stating that an employment permission is not required, (*)*

Third country national applying for temporary residence pursuant to § 23(5) of the Act on residence of foreigners shall prove the purpose of stay by submitting the:

- ☐ *work contract (*),*
- ☐ *employer's confirmation of*
- *details of duration of the transfer and the location of the host entity established at territory of the Slovak Republic,*
 - *the fact that the third-country national is taking a position as a manager, specialist or trainee in the host entity established at the territory of the Slovak Republic,*
 - *the amount of remuneration as well as other terms and conditions of employment granted during the intra-corporate transfer and*
 - *the fact that the third-country national will be able to transfer back to an entity belonging to that undertaking or group of undertakings established in a third country at the end of the intra-corporate transfer, if details are not included in the work contract and*
- ☐ *evidence that the host entity established at the territory of the Slovak Republic, where he/she will be working, belongs to the same undertaking or group of undertakings from which he/she is seconded to territory of the Slovak Republic to work.*

Document not older than 90 days which confirms integrity (*):

- ☐ *extract from the Criminal Register of the country he/she is a national of,*
- ☐ *extract from the Criminal Register of the country where the third country national has resided during last three years for the period longer than 90 days within six consecutive months*

(*) The document which confirms integrity must not be older than 90 days at the time of arrival in the territory of the Slovak Republic.

Document not older than 90 days which confirms provided accommodation:

- ☐ *affidavit of a third country national's ownership of real estate, or*

- ☐ *lease contract concluded with a real estate owner and other document proving the entitlement to use the real estate in case of a lease agreement with the real estate user (e.g. proof of assignment of the flat), or*
- ☐ *confirmation of the accommodation facility on provision of accommodation, estate, or*
- ☐ *statutory declaration of a natural person or legal entity on provision of accommodation to the foreigner in the territory of the Slovak Republic and the extract from the title deed or the document proving the entitlement to use the real estate (Art. 122 of the Act on residence of foreigners).*

(*) The document on the provision of accommodation of a third country national, who is representing or working for an important foreign investor in the Slovak Republic, may be older than 90 days.

Document confirming the fact that the third-country national is applying for temporary residence for the purpose of an intra-corporate transfer:

- ☐ *evidence of employment within the same undertaking or group of undertakings over the period of at least six months immediately preceding the date of the intra-corporate transfer in case of managers and specialists; and over the period of at least three months in case of trainees,*
- ☐ *evidence that the third-country national has the professional qualifications and experience for employment as senior manager or specialist,*
- ☐ *evidence that the third-country national has university degree required for the employment and a contract on professional training for the purpose of professional growth or on obtaining knowledge in the area of business management, in case of a trainee,*
- ☐ *evidence that the third-country national fulfils the conditions to exercise the regulated profession in case of a regulated profession.*

(*) The document may be older than 90 days. The validity of the document may be limited by the specific date written in the document.

Other Information:

- The diplomatic mission shall decide about an application for the granting of national visa within 30 days from its receipt. The diplomatic mission may grant the national visa only after prior consent of the Ministry of Interior of the Slovak Republic.
- The Embassy has the right to invite the applicant to a personal interview.
- Public documents issued abroad must be officially authenticated (apostille/consular legalization).
- Documents issued in a language other than Slovak must be translated into the Slovak language by a certified translator registered in the List of Translators at the Ministry of Justice of the Slovak Republic - [Translators - MSSR \(justice.sk\)](https://www.justice.sk).
- The embassy can accept documents issued in English without translation into the Slovak language only for the purpose of the national visa application.
- Signatures on affidavits, powers of attorney, tenancy agreements and photocopies must be notarized.

- The documents for accepting the application for temporary residence **must not be older than 90 days (180 days for the Confirmation of the possibility of filling a job position with a third country national)**. Not only at the time of submitting the national D visa application. The documents must still be valid at the time of submitting the temporary residency permit application at the Foreign Police in the Slovak Republic.
- **The visa application can only be accepted with complete documents.**
- Each applicant must come in person to the VAC in order to proceed to the biometric data capture.
- Payment of the visa fee does not guarantee that the visa will be granted. The visa fee is non-refundable and non-transferable if the visa application is rejected.
- The validity of the national visa is 120 days (2 entries).

Visa fees:

- The fee for submitting the national D visa application is 90 EUR.

Declaration:

I have been informed that an application without a complete set of documentation according to the above-mentioned checklist may result in the rejection of my visa application. Besides, the Embassy of the Slovak Republic in Riyadh reserves the right to request additional supporting documents and may require a personal interview at the Embassy.

Date:

Full name:

Signature: